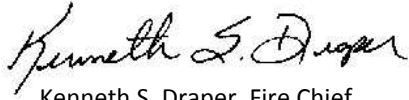
	MARTINSVILLE FIRE & EMS Standard Administrative Guideline	
	SAG NUMBER:	200.001
	SUBJECT:	Alarm & Response Procedures
	REVISION DATE:	May 19, 2009
	EFFECTIVE DATE:	December 13, 2000
	SIGNATURE OF APPROVAL:	 Kenneth S. Draper, Fire Chief

I. Purpose:

The purpose of this guideline is to provide uniform response guidelines to various emergency and non-emergency alarms, establish a department response time goal, and identify safety hazards in an emergency response.

All department personnel, from chief officers to probationary firefighters, need to recognize the fact that emergency apparatus response is the basis for the success or failure of all other emergency functions. These expensive vehicles carry all of the portable equipment, in addition to all of the personnel of the department. Without the safe response of our emergency vehicles to the incident scene, the department cannot achieve its mission of saving lives and protecting property. Having sound emergency apparatus response guidelines in place will assist the department in providing direction to its personnel. In order to accomplish this task, all emergency vehicle driver/operators shall become familiar with, and constantly abide by the following guidelines.

II. Scope:

This guideline applies to all personnel whom have a responsibility to respond to emergency and non-emergency fire and EMS alarms.

III. Responsibility:

All department personnel are responsible for the guidelines contained in this SAG. Company officers should use this SAG to guide them when assigning apparatus to respond to various fire alarms. Ultimately, the Fire Chief, and/or his appointee, shall be responsible for enforcement of this SAG.

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IV. Guideline:

A. Multiple Alarm Fire Calls

- 1) Multiple alarm fire calls shall be defined as, but not limited to:
 - a. Any fire related call for service where a fire is reported to be in a structure, including chimney fires.
 - b. Any fire related call for service where a fire is reported to be adjacent to a structure, including garages and outbuildings.
 - c. Any fire related call for service where the odor or sight of smoke is reported to be in, or coming from a structure.
 - d. Any fire related call for service where a detection device, such as a smoke detector or fire protection system, has alerted the occupants to evacuate the structure.
- 2) The standard fire apparatus response shall be two engines and a ladder. A third engine remains at station and is staffed by callback or volunteer personnel.
- 3) To ensure compliance with this standard, the highest-ranking shift officer shall be responsible for assigning apparatus to respond.
 - a. When the standard response cannot be sent for any reason, a notation shall be placed on the incident report as to why. For example, a structure call is received during another active call. Due to the other call, 2 engines and a ladder are not able to respond. In such cases, a note shall be placed on the incident report stating, "Unable to respond 2 engines and a ladder due to an outstanding medical call at the same time. 2 engines responded, and the ladder was on stand-by for response by clearing personnel, callback personnel, or volunteers."
 - b. Administrative personnel staff the department's third engine when on-duty and when the third engine is needed during daytime hours. At other times, the department's third engine is staffed by callback and/or volunteer personnel as needed for any call.
 - c. The 9-1-1 Center will dispatch a county volunteer department as a part of an automatic aid agreement when structure fire calls are received in the City.
 - d. Rescue 1 shall serve as the department's reserve ladder truck. When Ladder 1 is out of service for any reason, the officer-in-charge shall ensure the response of Rescue 1 as the back-up ladder truck.

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B. Multiple Alarm EMS Calls

- 1) Multiple alarm EMS calls shall be any EMS related call for service where two department units are assigned, such as cardiac arrest, and subject unresponsive.
- 2) The standard EMS apparatus response shall be two advanced life support (ALS) ambulances. However, in the event one of the ALS ambulances is unable to respond, then the either an engine may be assigned, or the department's backup EMS provider may be contacted to respond. To ensure compliance with this standard, the highest-ranking shift officer shall be responsible for assigning apparatus to respond.

C. Single Alarm Fire Calls

- 1) Single alarm fire calls shall be defined as, but not limited to:
 - a. Any fire related call for service where a fire is reported to be in brush or rubbish, including unauthorized burning.
 - b. Any fire related call for service where a fire is reported to be in a vehicle, excluding vehicles in garages and outbuildings.
 - c. Any fire related call for service where the odor or sight of smoke is reported to be in a general area, resulting in an Engine Company Investigation.
 - d. Any fire related call for service where the report is otherwise non-specific, resulting in an Engine Company Investigation.
- 2) The standard fire apparatus response shall be one engine. However, the officer in charge has the discretion to send multiple pieces of apparatus if deemed appropriate for additional personnel and/or resources.
- 3) To ensure compliance with this standard, the highest-ranking shift officer shall be responsible for assigning apparatus to respond.
 - a. Any deviation from this standard response should be documented on the fire report for the incident.

D. Single Alarm EMS Calls

- 1) Single alarm EMS calls shall be any EMS related call for service where one department unit is assigned, such as chest pain, and seizure.
- 2) The standard EMS apparatus response shall be one advanced life support (ALS) ambulances. However, in the event additional resources are deemed to be needed, the call may be upgraded to a multiple alarm EMS call. To ensure compliance with this standard, the highest-ranking shift officer shall be responsible for assigning apparatus to respond.

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E. Fire and EMS Response Modes

- 1) The department shall utilize a tiered response system when responding to multiple alarm emergency and non-emergency calls for service in an effort to minimize the department's exposure to the hazards/risks during response to calls for service.
- 2) The tiered response system shall include three levels of response to fire and EMS alarms: 1) Emergency Mode, 2) Tiered Response Mode, and 3) Non-emergency Mode.
- 3) Emergency response mode shall be defined as:
 - a. All apparatus assigned responding in "emergency mode".
 - o Emergency mode responses are defined in department **SAG 100.025 – Apparatus Driving Guidelines**.
 - b. Emergency response mode shall be utilized for the following emergency alarm types, but not limited to:
 - o Any fire related call for service where a fire is reported to be in a structure, including chimney fires.
 - o Any fire related call for service where a fire is reported to be adjacent to a structure, including garages and outbuildings.
 - o Any fire related call for service where the odor or sight of smoke is reported to be in, or coming from a structure.
 - o Priority 1, 2 and 3 EMS calls for service (at the Officer in Charge's discretion).
- 4) Tiered response shall be defined as:
 - a. The first due apparatus responding in "emergency mode", and all subsequent apparatus responding in "non-emergency mode".
 - o Emergency and non-emergency mode responses are defined in department **SAG 100.025 – Apparatus Driving Guidelines**.
 - b. Tiered response mode shall be utilized for the following emergency alarm types, but not limited to:
 - o Any fire related call for service where a detection device, such as a smoke detector or fire protection system, has alerted the occupants to evacuate the structure.
 - o Priority 1, 2 and 3 EMS calls for service (at the Officer in Charge's discretion).

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5) Non-emergency response mode shall be defined as:

- a. All apparatus assigned responding in “non-emergency mode”.
 - o Non-emergency mode responses are defined in department **SAG 100.025 – Apparatus Driving Guidelines**.
- b. Emergency response mode shall be utilized for the following emergency alarm types, but not limited to:
 - o Any fire related call for service where the report is otherwise non-specific, resulting in an Engine Company Investigation
 - o Any Priority 4 of 5 EMS call for service.

F. Response Time Goal

- 1) The department’s response time goal for all fire and EMS alarms shall be to have apparatus on scene within eight (8) minutes or less, 90% of the time.

G. Safety:

- 1) All apparatus shall respond to emergencies with all emergency warning devices operating (i.e., lights, sirens, horns) per the Code of Virginia, 1950, and as amended.
- 2) All drivers shall operate vehicles in a safe and orderly manner in all traffic and weather conditions.
- 3) All personnel riding in apparatus shall wear seatbelts while the vehicle is moving.
- 4) Multiple apparatus operators shall communicate with each other when approaching intersections when they may cross each other.
- 5) All drivers shall operate department apparatus in accordance with department **SAG 100.025 - Apparatus Driving Guidelines** at all times.